

# WASHINGTON MILITARY DEPARTMENT

*"Citizens Serving Citizens With Pride & Tradition"*

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## *Civilian Job Opportunity* **Human Resource Director**

**CLOSES:** Open until filled, applicants encouraged to apply by June 4, 2007  
**SALARY:** Exempt Band 3 (\$71,000 to 99,000 annually DOQ)  
**LOCATION:** Camp Murray (Located near Fort Lewis) - Tacoma WA  
**RECRUITMENT#:** NB00003911\*

The Washington Military Department (WMD) is currently recruiting for a Human Resource Director (HRD). The HRD reports to The Adjutant General (Agency Director) and is a member of the Department's Executive Management Team (EMT). This position is responsible for the policy, operations, and management direction of the Human Resource Division.

### **AGENCY OVERVIEW**

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

### **POSITION OBJECTIVE**

Administers the Department's human resource program, which includes classification and compensation, recruitment and selection, labor relations, training and development, workforce diversity, reasonable accommodations, corrective and disciplinary action, employee recognition and personnel operations. This position supervises four employees; three human resource professionals and one technical / administrative support.

### **KEY RESPONSIBILITIES**

- Serves as the Department's human resource expert and key policy advisor.
- Provides leadership and recommendations to ensure that sound human resource principles are applied to all phases of department operations and decision making.
- Ensures the Department meets the unique staffing needs of a 24-hour, 7 days a week Emergency Operations Center and Joint Field Offices (previously called Disaster Field Offices). This means being able to expand and downsize the number of personnel working for the Department in a quick and efficient manner.
- Advises The Adjutant General (Agency Director), Executive Management Team, managers, supervisors, and employees on issues related to state, local, and applicable federal human resource programs.

- Collaborates with the Federal Human Resource Office on departmental issues that affect both the state and federal missions.
- Executive level participant in the Department's organizational development, budget development, quality initiative program and strategic planning.
- Manages the Department's human resource complaints, lawsuits and personnel tort claims.
- Represents the Department and provides human resource expertise for employment litigation, discrimination suits, and other personnel lawsuits / cases.
- Reviews and makes recommendations regarding pending legislation as it relates to either human resource practices and / or department operations.
- Works as a key player in integrating the state, federal and National Guard personnel systems in a comprehensive and complimentary manner.
- Makes executive level presentations.

## **COMPENSATION / BENEFITS**

The Human Resource Director serves at the pleasure of The Adjutant General. This position is in the Exempt Management Services, with a salary range of of \$71,000 - \$99,000 per year. The anticipated starting salary will be around mid-range, depending on qualifications. Washington State offers a full benefits package, including medical and dental coverage, life and disability insurance, retirement, as well as deferred compensation and optional supplemental retirement accounts.

## **CONDITIONS OF EMPLOYMENT**

- **Travel:** This position requires statewide travel. Must be willing and able to remain in travel status with monthly requirements averaging five percent.
- **Work in EOC / JFO:** Upon activation of the Emergency Operations Center (EOC) or Joint Field Office, you may be required to report to work at Camp Murray or other locations around the state. Activations may occur at any time during the day or night and often requires that you work for extended periods of time in a fast paced / stressful environment.
- **Security Clearance:** May be required to obtain and maintain a Department of Homeland Security "Secret" Security Clearance, as well as other comparable or higher level security clearance as specified by The Adjutant General.

## **REQUIRED QUALIFICATIONS**

The Department is seeking candidates who meet or exceed the following criteria:

A Bachelor's or Master's degree.

At least eight years of senior human resource generalist experience with at least five years of management / supervisory experience.

Most or all of the desirable knowledge, skills and abilities listed below:

### **Knowledge of:**

- Principles and practices of effective human resource management.
- Washington State Public Service Reform Act of 2002 (Civil Service Reform, Collective Bargaining, and Competitive Contracting).
- Executive leadership and performance of all the functions of management.
- Fund allocations, budgeting, and state and federal regulations controlling their use.
- Policy development, analysis, and formulation.
- Basic and advanced management principles.
- State and federal financial, legislative, and general governmental operations systems.
- Military structure, customs and / or protocols is helpful.

### **Skills / Abilities to:**

- Manage the unique staffing demand of a 24-hour, 7 days a week emergency operations program.
- Make high-level decisions under conditions of volatility, complexity, uncertainty, and ambiguity.
- Balance between strategic and tactical actions and considerations with emphasis in strategic planning.
- Balance competing priorities for resources.
- Analyze and facilitate activities with all levels of government and industry.
- Monitor and analyze the program's budgets.
- Manage diverse and complex units, organizations, or projects.
- Strong analytical and organizational skills.
- Advanced skills in facilitation and policy development.
- Make executive level presentations.
- Commitment to customer service and public service.
- Excellent oral and written communication skills in dealing with complex issues.
- Competency in office technology ( i.e., Microsoft Word, Excel).
- Strong commitment to the highest standards of personal, professional, and ethical conduct and leadership.

## APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to [applicant6@mil.wa.gov](mailto:applicant6@mil.wa.gov) or apply on-line at [careers.wa.gov](http://careers.wa.gov) using job reference # NB00003911\*.

- A letter of interest clearly describing how your education, skills and experience meet the required and desirable qualifications listed in this announcement.
- Your resume OR E-recruiting profile depicting work experience and/or education that supports your letter of interest.
- A list of 3 professional references including names, professional titles, and current phone numbers.
- Your responses to the supplemental questionnaire listed on the next page.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Connely, Human Resource Consultant  
Camp Murray, Bldg. # 33  
Tacoma WA 98430-5006  
Voice/Message (253) 512-7522  
Fax (253) 512-7808

Interviews for this position are anticipated to be conducted on **June 12, 2007**. Finalists for the position will also be scheduled for a follow-up one-on-one interview with the Agency Director / TAG on **June 15, 2007**. **Interested individuals are encouraged to apply early.**

*The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.*

## **HUMAN RESOURCE DIRECTOR SUPPLEMENTAL QUESTIONNAIRE**

Washington Military Department

Thank you for your interest in the Washington Military Department's Human Resource Director position. Please respond to the questions below. Your responses will be utilized during the initial application screening process.

Should you have any questions regarding the recruitment and selection process, please feel free to contact our Human Resource Office at (253) 512-7522 by e-mail at [Jennifer.Connely@mil.wa.gov](mailto:Jennifer.Connely@mil.wa.gov)

1. Are you willing to work in or around Military facilities and programs?  
☐ Yes  
☐ No
2. I have read and understand the working conditions listed in the Special Notes section of the Job Posting AND I'm able and willing to work under those conditions.  
☐ Yes  
☐ No
3. As a member of the Executive Management Team, you will have a significant role in developing, monitoring, and implementing the Department's strategic plan. Please describe your experience in this area?
4. A key responsibility of this position is to manage the Department's human resource complaints, lawsuits and personnel tort claims. Please describe your experience in both minimizing the exposure to potential and current litigation, as well as, your experience in resolving the issues and / or cases.
5. Government Management, Accountability and Performance (GMAP) is Governor Gregoire's management initiative focused on improving the results of state government. Please describe your experience working with this or similar initiatives?
6. In this position, in addition to your division budget responsibilities, you are also involved in agency wide policy discussion / recommendations that impact strategic goals and resource alignment. Please describe your experience managing state and / or federal budgets.
7. One year after the implementation of Human Resource Management System (HRMS), what do you see as the significant problems / issues that still need to be resolved?